

ADAPTATION PHASE



Dear parents,

We are pleased that you wish to enroll your child in our institution. We would like to inform you about the adaptation phase, which **is mandatory** for all children in Cycle 1 Précoce and Cycle 1 who have not yet been cared for at SEA Bertrange.

The adaptation phase, which lasts **five days**, allows your child to gradually integrate into our daily routine and familiarize themselves with their new environment as well as the people who will be accompanying them.

Starting school is an important milestone and can represent a significant change for your child. Therefore, it is not recommended to have an additional adaptation phase during this period. To ensure a smooth transition, it is best for the adaptation to take place before the start of school. Therefore, the adaptation phase is exclusively planned between August 18 and September 12, 2025.

Procedure of the adaptation phase

- ▶ During the first two days, **a parent or a reference person must accompany the child**. If your child still requires support on the following days, it is advisable for the accompanying person to be available for those days as well.
- ▶ Throughout the adaptation phase, your child will be accompanied by two reference educators. They are responsible for gently introducing your child to the new routines and ensuring that they integrate well into the group. Throughout this process, they consistently keep your child's well-being in mind and make sure that your child feels safe and secure.
- ▶ The adaptation takes place in small groups of six children, which will allow your child to adapt more easily and discover the new routines alongside other children.

Important Informations

- ▶ To ensure a successful adjustment, it is essential that your child continues to attend our SEA regularly following the adaptation phase. Prolonged absences after this period are not recommended, as they may disrupt the continuity of the adaptation process.
- ▶ To inform us of your preferred start date for the adaptation phase, we kindly ask you to complete the attached form and submit it to us during the registration period from May 12 to May 23, 2025.
- ▶ Please note that this is not a final registration, but simply a request for your preferred start date. Once we have received your completed request and verified your file, we will send you a confirmation of the beginning of the adaptation phase as soon as possible.
- ▶ With this confirmation, you will receive all necessary information regarding the procedure of the adaptation phase.

If you have any further questions, please feel free to contact us at the following phone number 26 312 – 771 or by email at jil.schaul@sea.bertrange.lu.

Possible start dates for the adaptation phase

The adaptation phase is scheduled to take place between August 18 and September 12. We kindly invite you to select your preferred start date from the available options.

Furthermore, the adaptation week may be organized either in the morning and early afternoon, or in the early and late afternoon. Please indicate your preference to help us plan accordingly.

Name of child: _____

Morning and early afternoon	
<input type="checkbox"/> August 18 - 22, 2025	<p><u>Time schedule:</u></p> <p>Day 1 9:00 – 11:30 a.m.</p> <p>Day 2 9:00 – 11:30 a.m.</p> <p>Day 3 10:00 – 2:00 a.m.</p> <p>Day 4 9:00 – 2:00 a.m.</p> <p>Day 5 9:00 – 2:00 a.m.</p> <p>From the 6th day onward, your child will be enrolled as specified in the school holiday registration form.</p>
<input type="checkbox"/> August 20 - 26, 2025	
<input type="checkbox"/> August 22 - 28, 2025	
<input type="checkbox"/> August 26 - September 1, 2025	
<input type="checkbox"/> August 29 - September 4, 2025	
<input type="checkbox"/> September 2 – 8, 2025	
<input type="checkbox"/> September 5 – 11, 2025	
Early and late afternoon	
<input type="checkbox"/> August 18 - 22, 2025	<p><u>Time schedule:</u></p> <p>Day 1 2:00 – 4:30 p.m.</p> <p>Day 2 2:00 – 4:30 p.m.</p> <p>Day 3 11:30 – 3.30 p.m.</p> <p>Day 4 11:30 – 4:30 p.m.</p> <p>Day 5 11:30 – 4:30 p.m.</p> <p>From the 6th day onward, your child will be enrolled as specified in the school holiday registration form.</p>
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<input type="checkbox"/> September 2 – 8, 2025	
<input type="checkbox"/> September 5 – 11, 2025	

Date: _____ Signature: _____